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ABSTRACT

This book is designed for courses that prepare college and university students for undergraduate or graduate degrees in school library media. Its objectives are to present the theory and practice of cataloging and classification in the school library environment. The manual is divided into eight chapters. Chapter 1: A Brief History of Cataloging sets the scene for the remainder of the book. Chapter 2: Copy Cataloging and Cataloger's Tools reviews some of the free and fee-based cataloging tools available to assist in the process. Chapter 3: Intellectual Access explores the practice of assigning subject headings and classification codes to library resources. Chapter 4: Physical Description--Theory covers the philosophy of the greater part of the bibliographic record, which is the physical description of the item. Chapter 5: Physical Description--Application provides concrete examples and exercises for applying cataloging theory to the MARC format. Chapter 6: Processing the Item includes information on the actual labeling and packaging of items for use in the library. Chapter 7: Automated Cataloging and Automated Systems presents the aspects of planning, selection, evaluation, and possible "migration" of school library automation systems. Chapter 8: The Future of Cataloging summarizes where school library media specialists have been with regard to cataloging in library media centers and presents possibilities for the future. Appendixes include MARC records of the examples discussed in the text; Hint Sheet (MARC format); and answers to exercises. Includes a glossary and index. (AEF)

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